



Equal Opportunity Employer Job Opportunity

Supervising Program Technician II - Permanent-Full Time

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-time, Supervising Program Technician II. Our office is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

Duties of the position include:

- Supervise the daily activities of the licensing clerical staff which consists of organizing, assigning and reviewing employees work production.
- Provide training to new employees and cross training to current employees.
- Apprise Staff of new or updated policy and/or law changes.
- Compile monthly statistics, process attendance and assess and document disciplinary issues.
- Set priorities and adjust staff deployment to reduce the number of pending applications in areas with potential growing backlogs to maintain compliance with acceptable processing timeframes.
- Provide technical assistance to staff regarding the more difficult areas of issuing initial Residential, Certified Residential and Certified General licenses.
- Upgrade applications for real estate appraiser licenses to determine if minimum education and experience requirements have been met, including communicating with applicants verbally and in writing regarding the results of the review and request additional info or clarification.
- Review, research and analyze the more complex/serious law violation disclosures to determine license eligibility.
- Work with Enforcement analyst to determine whether violation disclosures can be cleared or whether a referral must be made to the Dept. Counsel for further review.
- Respond to the more difficult or problem inquires regarding current status of all initial applications, upgrades or changes by telephone or in person.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

Salary Range: \$2953 - \$3590

Who may apply:

Current State employees at the Supervising Program Technician II level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 10-006 on your application in order to be considered for this position.**

Submit Applications to:

Department of Real Estate – Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: November 9, 2010

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>. Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.